

**Willow Shade Homeowners' Association  
Board of Directors' Meeting Minutes  
13 September 2018**

**Call to Order** - The HOA Board of Directors' meeting was held at the home of Elke Cardinal (183 Duke Street, Willow Shade subdivision) on Thursday, 13 September 2018. The meeting was called to order at 7:00 P.M. by Wally Bunker, HOA President.

**Attendees** - Present were the following Board members - Wally Bunker (President), John Brown (Vice President), James Suddreth (Treasurer), Richard Pullen (Secretary), and Elke Cardinal (Member at-large); homeowners Dale and Inga Dobrovolny, Tabi Lipscom, and Jimmy Jenkins; and Judy Pecora of ARMI, the management company.

**Hear from Visitors:**

- **Lawn Mowing** – Ms. Lipscom stated that her lawn service was not up to her standards; she continued by explaining her “expectations” for good lawn service.

**Board response** - the Board members explained that what she expected was not in the existing lawn care contract and if added in to future follow-on contracts, the Association would incur increased costs.

- **Siding Patching/Fix question** - Ms. Lipscom stated that she had a piece of damaged siding on the side of her house and wanted the Board's advice on repairing it.

**Board response** - the Board members explained that it would be hard to completely match the siding. The Board recommended that:

- she pull a piece of siding from the back of the house and place it on the side of the house (to replace damage piece of siding) and
- put a new (closely matched) piece of siding in the back of the house.

- **Shrubbery around Dry Pond** - Mr. Dobrovolny voiced a concern about the overgrown shrubbery (along the property line) near the dry pond.

**Board response** - Wally stated that this could be taken care of by the homeowners during a “clean up” day.

**Minutes from previous Board of Directors' meeting** – The minutes from the last HOA Board of Directors' meeting (7 June 2018) were distributed. Wally then asked if anyone had any comments or corrections. There were no noted corrections. A motion to accept the minutes of the previous meeting as written was made by J. Brown, seconded by E. Cardinal and carried by those in attendance.

## **Financial Report**

J. Pecora (ARMI) distributed and went over the financial and outstanding balances report. The following was discussed:

- **Bank Accounts/CDs** - The report showed that there was \$ 40,637.70 in the checking account, the money market had a balance of \$ 36,263.57, and \$ 44,093.84 was held in CDs. This gives the HOA a total balance of \$ 120,995.11.
- **CD Maturing** – There was some discussion about the State Farm CD. This CD is maturing on 11/30/2018. An action item was assigned to J. Pecora (ARMI) to find the best CD rate/term to rollover the CD to (the Board has requested a CD with a 18 month term).
- **Annual Income Statement** - There were some questions about line items that were resolved.

## **Management Report:**

- **Delinquencies and Collections** - It was noted that the amount of money owed to the HOA was down to \$ 730.38.
- **Issues at Homes** – a discussion on outstanding issues on neighborhood homes was had. John Brown added some late breaking updates on these homes (see attachment 1 for latest status/action items).

**Old Business** - Wally opened up the floor for discussion of any old business. The following was discussed:

- **1530 Queen Court Fence on HOA property** – Wally informed the board that the survey of the area between HOA property and 1530 Queen Court had been completed. The survey determined that the 1530 Queen Court fence was on HOA property. After some discussion, a motion was made by Richard Pullen to send a letter to the homeowner (w/the survey results) and let them know the fence could remain in place (on HOA land); this was seconded by J. Brown and carried by those in attendance. An action item was assigned to J. Pecora (ARMI) to have the HOA's attorney, Elizabeth Thorne, compose and send a letter to the owner of 1530 Queen Court to inform them of the following:
  - survey results
  - HOA Board decision that the fence could remain in place. However, the land is still owned by the HOA.
- **Issues at Homes** – see attached sheets

**New Business** – Wally opened up the floor for discussion of any new business. The following was discussed:

- **Proposed FY 2018 HOA Budget** – Wally passed out copies and went over the 2019 budget. Wally explained the following:
  - There was a 17.6% increase in the annual contract with ARMI (which was a significant increase). Up until this time, the HOA was operating under a decades old agreement with ARMI that didn't reflect the increased work required and professional expertise of the management company.
  - We also saw a 6.5% increase for lawn care.

- **Budget Resolution** - In order to keep the proposed increase in assessments at a lower level, the Board plans to reduce the edgings of curbs and sidewalks to twice a year (near the beginning of the season and end of the cutting season). This budget cut eliminated \$2,100 in the proposed lawn contract.

**NOTE** - It was noted that almost all other expenses have been held at current levels.

A motion to accept the proposed budget as discussed was made by J. Suddreth, seconded by J. Brown. Cardinal and carried by those in attendance.

**Next HOA Annual and Board Meeting** - The next HOA meeting will be the Annual Meeting, which has been scheduled to be held on Wednesday, 5 December 2018, at the Culpeper Police Department (740 Old Brandy Road, in the community room) beginning at 7 p.m. A Board of Directors' meeting will take place following the Annual meeting.

**Moving money to CD** – There was a quick discussion about moving BB&T operating funds to a CD. After the discussion, J. Brown made a motion to move \$ 10,000 from BB&T operating funds to a CD, seconded by Elke Cardinal and carried by those in attendance.

**Meeting Adjourned** - At 8:36 PM, with no other business to conduct, a motion to adjourn was made by J. Suddreth, seconded by J. Brown and carried by those in attendance.

Willow Shade HOA Secretary, Richard Pullen

## Willow Shade Subdivision – Issues at Homes

### 1513 Addie Lane:

- Two window screens damaged (West side of house)
- Siding cracked on eastern side of bump-out

**ARMI Note** - Homeowner has not contacted the office. Sale of home was settled on May 18, 2018. It was stated in the Disclosure Statement, that any deficiencies noted must be corrected within six months of the settlement. The six months will be up on November 18<sup>th</sup>.

**1637 Addie Lane** - As of 03/08/18 BOD'S Meeting - Screen in front window still missing. Any update from homeowner?

**ARMI Note** - It was seen on a visit to the community, that a screen had not yet been put in the window. ARMI has sent letter to homeowner. Homeowner has not contacted the office.

**BOD decision** – the BOD assigned an action item to J. Pecora (ARMI) to send another letter to homeowner requesting an explanation of why the issue has not been addressed.

### 1690 Pin Oak Drive:

- Missing Window Screen on South Side of House
- 2 Damaged Window Screens on South Side of House
- 1 Damaged Window Screen on West Side of House
- 1 Damaged Window Screen on East Side of House
- Shutters are faded, need painting
- Damaged Siding near French Doors on patio
- Damaged Siding at the base of bump out, near the patio
- Driveway and sidewalk need to be pressure washed
- North Side of house needs to be pressure washed

**ARMI Note** - Homeowner has not contacted the office. Sale of home was settled on April 10, 2018. It was stated in the Disclosure Statement, that any deficiencies noted must be corrected within six months of the settlement. The six months will be up on October 10<sup>th</sup>.

**BOD decision** – the BOD assigned an action item to J. Pecora (ARMI) to send a letter to the homeowner to request a status on the issues noted above.

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**SPECIAL NOTE:** The following homes were not sold, but correspondence was mailed on 02/28/18.

**1685 Pin Oak Drive** - North Side of House needs to be cleaned.

**ARMI Note** - ARMI has sent letter to homeowner. Homeowner has not contacted the office as of 9/2/2018.

**BOD decision** – the BOD assigned an action item to J. Pecora (ARMI) to send another letter to homeowner.

**1650 Sally Lou Lane:**

- North Side of House needs to be cleaned
- Window Screen not installed on window.
- North Side of House needs to be cleaned.

**ARMI Note** - ARMI has sent letter to homeowner. Homeowner has not contacted the office as of 9/2/2018.

**BOD decision** – the BOD assigned an action item to J. Pecora (ARMI) to send another letter to homeowner.